

GENERAL CSBG APPLICATION COMPLIANCE
FOR FISCAL YEARS 2006-2007

Ninety Percent Pass Through Provision

Section 675

In compliance with the Community Services Block Grant Act, section 675 (C) (a) (1), the State of Arkansas will not use less than ninety percent of the funds allotted to the State to make grants to eligible entities for the purposes described in section 676 (b) (1) of the Act.

The Formal Request

Section 676

In compliance with the Community Services Block Grant Act, specifically with Section 672 (2), the State of Arkansas hereby submits the application for its Fiscal Years 2006-2007 allotment of Community Services Block Grant funds. This application contains the necessary provisions, which adequately describe the programs for which assistance is sought under this subtitle, and which are consistent with the requirements of Section 676 of this Act.

Designation of Lead Agency

Section 676 (a) (1)

The Chief Executive Officer of the State shall designate, in an application, an approved State Agency for the purpose of carrying out activities under this subtitle.

Assurance: Governor Mike Huckabee designates the Arkansas Department of Health and Human Services as the lead agency to be responsible for carrying out activities under this subtitle for the State of Arkansas. In addition, through Act 345 of 1985, the Legislature has made the Department responsible for carrying out all aspects of the Act.

Through the administrative rule-making process, the State has established policies and procedures to be followed by eligible entities in carrying out the CSBG program in their specific service areas both generally and specifically consistent with

the requirements of the Federal Act and regulations.
The OCS Policy Manual is submitted as Attachment i and is part of the fiscal years 2006-2007 Arkansas State Plan. These policies and procedures, together with the following, constitute the plan:

Duties of Lead Agency

Section 676 (a) (2)

Duties of the lead agency shall be to:

- A. develop the State Plan to be submitted to the Secretary,
- B. holds at least one public hearing in the State, with sufficient time and statewide distribution of notice of such hearing, to provide opportunity for public comment on the proposed use and distribution of Community Services Block Grant funds, and
- C. conduct reviews of eligible entities under Section 678 B.

In fiscal years 2006-2007, Arkansas will submit a plan covering two fiscal years not later than 30 days prior to the beginning of the first fiscal year covered. The plan will contain such information as the Secretary shall require.

The Act requires the State to conduct at least one State Public Hearing to provide the public an opportunity to comment on the proposed use and distribution of funds in conjunction with development of the State Plan. The State will hold 5 such hearings. The public will be offered opportunity to comment on proposed use and distribution of funds for the plan period, this will be fiscal years 2006-2007.

The Act also calls for reviews of eligible entities. In fiscal years 2006-2007, OCS staff will conduct, at a minimum, an annual on-site program evaluation and compliance review of eligible entities in order to determine whether eligible entities meet the performance goals, administrative standards, financial management requirements and other requirements of the State. As established in Section 678 B, the State will also conduct:
(1) an on-site review of each newly designated entity immediately after the completion of the first year in which such entity receives funds; (2) follow-up reviews including prompt

return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State; and (3) other reviews as appropriate, including reviews of entities with programs that have had other Federal, State, or local grants (other than CSBG) terminated for cause.

Assurance: Governor Mike Huckabee so assures.

Legislative Hearing

Section 676 (a) (3)

The Legislature of the State shall hold at least one legislative hearing every three (3) years in conjunction with development of the State Plan.

Assurance: Governor Mike Huckabee assures that the State Legislative Body will conduct a legislative hearing for fiscal years 2006-2007 prior to the first fiscal year covered in the plan and prior to approval by the Secretary. The results of Hearing will be forwarded to the Secretary. By Act 345 of 1985, the Arkansas Legislature institutionalized the Community Services Program in Arkansas and determined that it is to be carried out primarily through the Arkansas local Community Action Agencies. It determined service areas of these agencies to include all seventy-five counties and mandated 90 percent pass through of CSBG funds to these agencies. Services will be provided in all seventy-five counties through the Community Action Agencies network. The Act also limits state administration expenditure out of CSBG funds to five percent. The remaining five percent of funds will be used as discretionary funds. The types of community services to be provided are consistent with requirements of the CSBG Federal Act. See Attachment iii for documentation of legislative hearing.

State Application and Plan

Section 676 (b)

A State shall prepare and submit to the Secretary an application and State Plan covering a period of not less than 1 fiscal year and not more than 2 fiscal years. The plan shall be submitted not later than 30 days prior to the beginning of the first fiscal year covered by the plan.

Assurance: Governor Mike Huckabee assures the State will submit an application and State Plan covering two fiscal years, 2006-2007, not later than 30 days prior to the beginning of the first fiscal year covered by the plan, and the plan shall contain such information as the Secretary shall require. The application is in a form based on guidance from the Federal Department of Health and Human Services and the Arkansas Department of Health and Human Services will be directly responsible for carrying out for the Governor and for the State of Arkansas the necessary compliances.

COMPLIANCE WITH FEDERAL STATUTORY ASSURANCES

Assurance 1 - "Use of Funds"

Section 676 (b) (1) (A)

The Chief Executive Officer shall assure, that funds made available to the State, will be used to support activities designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families; and a description of how such activities will enable the families and individuals to:

1. remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of Title IV of the Social Security Act);
2. secure and retain meaningful employment;
3. attain an adequate education, with particular attention toward improving literacy skills of the low-income families in the communities involved, which may include carrying out family literacy initiatives;
4. make better use of available income;
5. obtain and maintain adequate housing and a suitable living environment;

6. obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs; and
7. achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations and other public and private partners to:
 - (a) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - (b) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts.

Governor Mike Huckabee so assures.

Section 676 (b) (1) (B)

The Chief Executive Officer assures funds are used to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as; programs for the establishment of violence-free zones that would involve youth development, and intervention models and after-school child care programs.

Governor Mike Huckabee so assures.

Section 676 (b) (1) (C)

Governor Huckabee assures that funds will be used to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State Welfare Reform efforts).

Governor Mike Huckabee so assures.

Assurance 2 - "Use of Discretionary Funds"

Section 676 (b) (2)

Governor Huckabee assures that five percent of funds will be used to include activities such as:

1. providing training and technical assistance to entities in need of such training and assistance;
2. coordinating State-operated programs and services, and at the option of the State, locally-operated programs and services targeted to low-income children and families with services provided by eligible entities and other organizations funded under this subtitle, including detailing appropriate employees of State or local agencies to entities funded under this subtitle, to ensure increased access to services;
3. supporting statewide coordination and communication among eligible entities;
4. analyzing the distribution of funds made available under this subtitle within the State to determine if such funds have been targeted to the areas of greatest need;
5. supporting asset-building programs for low-income individuals, such as programs supporting individual development accounts;
6. supporting innovative programs and activities conducted by Community Action Agencies or other neighborhood-based organizations to eliminate poverty, promote self-sufficiency, and promote community revitalization;

7. supporting State charity tax credits; and
8. supporting other activities, consistent with the purposes of this subtitle.

Governor Mike Huckabee so assures.

Assurance 3 - "Secure Information From Eligible Entities"

Section 676 (b) (3)

The Governor assures the State agency will provide the following:

- (a) a description of the service delivery system, for services provided or coordinated with funds made available through grants made under 675 C (a), targeted to low-income individuals and families in communities,
- (b) a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management and follow up consultations,
- (c) a description of how funds made available through grants made under section 675 C (a), will be coordinated with other public and private resources, and
- (d) a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, this may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

The Governor so assures.

Assurance 4 - "Nutrition and Emergency Assistance"

Section 676 (b) (4)

Governor Mike Huckabee assures that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

The Governor so assures.

Assurance 5 - "Coordination and Linkages"

Section 676 (b) (5)

Governor Mike Huckabee assures that the State and the eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services, and a description of how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

The Governor so assures.

Assurance 6 - "Coordination Between Anti-Poverty Programs"

Section 676 (b) (6)

The Governor assures that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that Emergency Energy Crisis Intervention Programs under Title XXVI (relating to low-income home energy assistance) are conducted in such community.

The Governor so assures.

Assurance 7 - "Permit and Cooperate With Federal Investigations"

Section 676 (b) (7)

The Governor assures that the State Agency will permit and cooperate with federal investigations undertaken in accordance with section 678D concerning the agency handling of funds and will make it a condition of funding that all eligible entities agree in writing to permit and assist in any such investigation of funds committed to them out of the CSBG.

The Governor so assures.

Assurance 8 - "Notice and Opportunity for Hearing by Secretary
Prior to Termination of Funding"

Section 676 (b) (8)

"Provide assurance that any eligible entity in the State that received funding in the previous fiscal year, through a Community Services Block Grant made under this subtitle, will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year, unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678 C (b)."

The Governor so assures. State Policies and Procedures allow for such notice, opportunity for public hearing on the record and State determination subject to review by the Secretary.

Assurance 9 - "Program Coordination and Partnerships"

Section 676 (b) (9)

"Provide assurance that the State Agency and eligible entities will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations."

The Governor so assures.

Assurance 10 - "Procedures to Petition for Adequate Board Representation"

Section 676 (b) (10)

"Provide assurance that the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation."

The Governor so assures. State Policies and Procedures allow for eligible entities to establish procedures for low-income individuals, community groups, or organizations to petition for adequate board representation."

Assurance 11 - "Community Action Plan"

Section 676 (b) (11)

"Assurance to secure community action plan from eligible entities."

The Governor assures that, as a condition to receive CSBG funding, the State will secure a community action plan from each eligible entity in the State (which shall be submitted to the Secretary, at the request of the Secretary, with the State Plan) that includes a community needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.

Assurance 12 - "Participation in ROMA"

"Assurance to participate in ROMA."

The Governor assures that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678 E (b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.

The Governor so assures.

Assurance 13 - "Implementation of Assurances"

Section 676 (b) (13)

"Assurance that the State will provide information in this plan describing how the State will carry out the assurances in the Act."

The Governor so assures.

PLAN FOR CARRYING OUT FEDERAL STATUTORY ASSURANCES

Plan for Compliance with Section 676 (b) (1) (A-C)

Use of Funds

Consistent with Federal and State Policies and Procedures, each eligible entity is required, in order to be eligible for CSBG funding, by the seventh month prior to the end of the first fiscal year covered in the agency's two year plan, conduct a community needs assessment on the needs of the low-income persons in their area, and hold a public hearing to provide to the public an opportunity to comment on the proposed use and distribution of funds based on the results of the needs assessment. As a result of the hearing, the board must adopt a Statement of Purposes and Strategy, which indicates the primary poverty problems of the area, which the eligible entity will address each year, and the share of available funds to be allocated to each problem area. This serves as a basis for the service's projects proposed by the local board for funding. The needs assessment may be coordinated with community-needs assessments conducted for other programs.

The State has designated as eligible for funding out of the CSBG grant only those activities listed as eligible for funding in the Act. Activities include those which:

1. remove obstacles and solve problems that block the achievement of self-sufficiency (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of Title IV of the Social Security Act);
2. secure and retain meaningful employment;
3. attain an adequate education; with particular attention toward improving literacy skills of low-income families;
4. make better use of available income;

5. obtain and maintain adequate housing and a suitable living environment;
6. obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs;
7. achieve greater participation in the affairs of the communities involved; including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to:
 - (a) document best practices based on successful grassroots intervention in urban areas; to develop methodologies for widespread replication; and
 - (b) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;
8. address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development programs that have demonstrated success in preventing or reducing youth crime; and
9. make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts).

The State will not approve an application which does not address a minimum number of designated services called for in Section 676 (b) (1) (A-C) of the Act and no activities are approved which are outside the scope of services called for in that section of the Act. In that way, the requirements of Section 676 (b) (1) (A-C) about use of the funds for provision of allowable community services are met from a planning aspect. The State requires, as a condition of continued funding, that eligible entities provide monthly fiscal reports and quarterly program reports to assure that the programs and expenditures are progressing consistently with the approved plans. Any downward program variances of 20% or more where eligible entities

did not meet their plan must be satisfactorily explained. Corrective actions must be supplied where appropriate. In addition to the reports submitted and reviewed, each eligible entity is visited annually for an on-site evaluation of program performance and a compliance monitoring with Federal and State Policies and Procedures regulatory requirements. These are intended to assure that the funds are going to provide the community services to low-income clients as in the approved plan. Spot checks of client records are carried out to verify the documentation provided by the eligible entities, and interviews with randomly selected clients are conducted to verify that services were provided as reported and to see whether clients are satisfied with services received. A satisfaction survey will be completed on each randomly selected client. The program reviews will be conducted, at a minimum, annually as stated earlier, in accordance with section 678 B of the Act.

Training and technical assistance is provided during the course of a year to further enhance the quality of the services and program. The assistance provided by the State is primarily by CSBG staff, but consultant services are utilized from outside the agency when necessary.

A Community Action Agency Peer Review will be conducted on at least six eligible entities annually. The purpose of the Peer Review is to assess the design, performance, efficiency, and effectiveness of the agency's management systems, which are in place to ensure compliance with applicable laws, rules and regulations, to safeguard the agency's assets, to ensure that planned outcomes are achieved, and to project eligible entity vision/values through the organization into its community.

Plan for Compliance with Section 676 (b) (2) Use of Discretionary Funds

No more than 5% of the grant will be spent as a discretionary fund within the State agency to fund activities deemed to be useful to advance the purposes of the Act. In fiscal years 2006-2007, approximately 20% of CSBG funds will be set aside for victims of natural disasters who meet the poverty guidelines. Approximately 40% will be used to provide technical assistance and training needed by eligible entities and organizations which serve the low-income communities, which training and assistance would not otherwise be available to them. The remaining 40% will be used to fund discretionary projects of nonprofit agencies and organizations. The percentages are only estimates of discretionary fund usage. The State's needs will dictate the criteria and guidelines for such projects.

Plan for Compliance with Section 676 (b) (3)
Secure Information from Eligible Entities

Eligible entities will provide information to the State containing:

- (a) a description of the service delivery system, for services provided or coordinated with the funds made available through grants made under section 675 C(a), targeted to low-income individuals and families;
- (b) a description of how linkages will be developed to fill identified gaps in services, through the provision of information, referrals, case management, and follow-up consultations;
- (c) a description of how funds made available through grants made under section 675 C(a) will be coordinated with other public and private resources, and
- (d) a description of how the local entity will use the funds to support innovative community and neighborhood initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

Plan for Compliance with Section 676 (b) (4)
Nutrition and Emergency Assistance

Eligible entities will comply with the federal requirement to provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.

Plan for Compliance with Section 676 (b) (5)
Coordination and Linkages

The State and eligible entities will coordinate and establish linkages between, governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services; and provide a description of how the State and eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with

entities providing activities through statewide and local workforce investment systems under the Workforce Investment Act of 1998.

Plan for Compliance with Section 676 (b) (6)
Coordination between Anti-Poverty Programs

Both the CSBG program and the State HEAP program for Emergency Crisis Intervention are located in the same agency of State Government, the Department of Health and Human Services. The Governor and the Director of the Department of Health and Human Services have made it clear to both programs that they support and encourage the coordination of local anti-poverty activities with the crisis intervention program. This has been affected for several years. The eligible entities have utilized the HEAP Program in both assuring appropriate disbursements of crisis funds to eligible persons, and also in supporting weatherization services through this program.

Plan for Compliance with Section 676 (b) (7)
Permit and Cooperate with Federal Investigations

The director and staff persons of the State Agency are directed and required to cooperate fully with any federal investigation relative to State use or eligible entity use of CSBG funds. Any additional resources of State Government necessary to assist in such investigations are pledged, and will be provided. Each eligible entity is required as a condition of funding to provide written assurances they will allow and cooperate with any Federal or State investigation relative to the use of CSBG funds.

Plan for Compliance with Section 676 (b) (8)
Hearing by Secretary

As outlined in section 678C (b) of the Act, the State will comply with the hearing review requirement when the State determines an eligible entity's designation will be terminated or funds reduced.

Plan for Compliance with Section 676 (b) (9)
Program Coordination and Partnerships

The State Agency and eligible entities will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. As a condition for funding, eligible entities will describe how they will coordinate with programs.

Plan for Compliance with Section 676 (b) (10)
Procedures to Petition for Adequate Board Representation

Each eligible entity will be required to establish procedures for a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.

Plan for Compliance with Section 676 (b) (11)
Community Action Plan

The State will comply with the requirement to secure from each eligible entity in the State, as a condition for funding, a community action plan. Each community action plan will include: a community needs assessment for the community served; a description of the service delivery system targeted to low-income individuals and families in the service area; a description of how linkages will be developed to fill identified gaps in services through information, referral, case management if applicable, and follow-up consultation; a description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability, and community revitalization. Community needs assessments may be coordinated with community needs assessments conducted for other programs.

Plan for Compliance with 676 (b) (12)
Participation in ROMA

The State and all eligible entities in the State will, not later than fiscal year 2001; participate in the Results Oriented Management and Accountability System, another performance measurement system that meets the requirements of section 678E (b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance promoting self-sufficiency, family stability, and community revitalization.

The State and eligible entities began implementation of ROMA in fiscal year 1997, and fiscal year 2006 will be the tenth year the State and eligible entities will participate in ROMA.

Plan for Compliance with 676 (b) (13)
Implementation of Assurances

This section entitled "Plan for Compliance with Federal Statutory Assurances"; section 676(b) (1-13) describes how the State will carry out the assurances outlined in the Act.

HEARINGS AND PUBLIC REVIEWS

The State will hold one legislative public hearing and five additional statewide public hearings around the State. The public will be offered opportunity to comment on proposed use and distribution of funds for fiscal years 2006-2007.

Copies of the plan are available at the State Library, Department of Health and Human Services, Legislative Council, CAAs, and internet. Notice of the five statewide hearings was provided in a statewide newspaper.

A legal notice was published May 23-29, 2005 in a newspaper with statewide circulation advertising the five statewide Community Services Block Grant Program public hearings. The public inspection and comment period was 30 days. Those who wished to comment could respond orally at any of the hearings, submit written comments through their local Community Action Agency, or submit comments directly to the Office of Community Services.

The five statewide hearings were held as follows:

PUBLIC HEARING SCHEDULE

<u>DATE/TIME</u>	<u>CITY</u>	<u>ADDRESS</u>
<i>May 31, 2005/10:30 A.M.</i>	<i>Forrest City</i>	<i>St Francis Courthouse, Quorum Court Room, 313 South Izard Street</i>
<i>June 1, 2005/ 2:00 P.M.</i>	<i>Hope</i>	<i>SWADC Senior Citizens Center, 104 Main Street</i>
<i>June 2, 2005/10:00 A.M.</i>	<i>Harrison</i>	<i>Ozark Opportunities, Inc., 701 East Prospect Street</i>
<i>June 2, 2005/10:30 A.M.</i>	<i>Warren</i>	<i>Southeast Arkansas Community Action Corporation, 1208 North Myrtle</i>
<i>June 3, 2005/10:30 A.M.</i>	<i>Hot Springs</i>	<i>CSO Head Start Child Development Center, 401 Garden Street</i>

The State Plan in its proposed form will be available at all sixteen Community Action Agencies and at the State Office for 30 days.

The legislative hearing was in addition to the five statewide public hearings and will be held separately from those hearings. Proof of the legislative hearing, including its date, time and location will be submitted after the hearing.

STATE ADMINISTRATIVE STRUCTURE

The Department of Health and Human Services is the lead agency responsible for carrying out Community Services Block Grant activities in the State of Arkansas. More specifically, the Office of Community Services, within the Division of County Operations of the Department will be responsible for administration of the Community Services Block Grant Program.

The State conducts financial and compliance audits of block grant funds, which the State receives under the CSBG Act. Each audit will cover a one-year period and will be conducted in accordance with standards established by the Comptroller General for the audit of the governmental organizations, programs, activities and functions. Use of the Office of Management and Budget cost and accounting standards will apply. A copy of the audit conducted by the Legislative Audit staff will be made available to the State Legislature 30 days after completion, a copy is provided the Legislative Audit Committee, and a copy will be forwarded to the Secretary. Appropriate books, documents, papers, and records shall be made available to the Secretary and Comptroller General of the United States, or any duly authorized representatives.

CSBG is not audited as a major program under the State's single audit. It is audited by the State's Legislative Audit Division as part of the Department of Health and Human Services' audit. The latest audit for the Department was dated February 20, 2004, and covered the period July 1, 2002 through June 30, 2003.

Grants Process

In order to be eligible for CSBG funding, each eligible entity shall by the seventh month prior to the first fiscal year covered in the agency's two year plan, conduct a public hearing on the needs of the low-income persons in the service area. The needs assessment of the primary poverty problems of the area, including the causes and effects of poverty, shall be updated at this time through citizen's input. Poverty problems to be addressed shall include problems of low-income persons in:

1. securing and retaining meaningful employment;
2. attaining an adequate education;
3. making better use of available income;
4. obtaining and maintaining adequate housing and a suitable living environment;
5. obtaining emergency assistance; including urgently needed health services, nutritional food, and other human services;
6. removing obstacles and solving problems blocking attainment of self-sufficiency;
7. participating in decisions which affect their lives;
8. addressing the needs of youth in low-income communities; and
9. making more effective use of and coordinating with other programs.

As a result of this hearing the board shall adopt a Statement of Purposes and Strategy which will indicate the primary poverty problems the eligible entity will address and the share of available funds to be allocated to each.

This statement (and any subsequent amendments) must be approved by the eligible entity's Board of Directors and will serve as a basis for the projects proposed by the board for CSBG funding. OCS approval is not required for the contents of the Statement of Purposes and Strategy, but an informational copy of this document must be forwarded to OCS upon adoption or amendment by the eligible entity.

No later than ninety days before the end of its two-year grant period, the eligible entity shall submit a funding application to OCS. Applications shall be submitted based on the federal fiscal year.

Distribution of funds - Ninety (90) percent of funds made available to the State will be used to make grants to eligible entities for stated purposes of the Community Services Block Grant program. A total of 35% of funds will be awarded based on poverty in the area and 65% of funds will be awarded based on hold harmless. As stated earlier, prior to receipt of funding by CAAs, each must submit an application (community action plan), which includes a community needs assessment.

Board Representation

The State requires eligible entities to describe in their by-laws the procedure to ensure low-income individuals, community organizations, or religious organizations, or representatives of low-income individuals that consider its organization or low-income individuals, to be inadequately represented on the board (or other mechanism) to petition for adequate representation.

State policy 3200 E 3 states if there is no private nonprofit organization identified or determined to be qualified to serve as an eligible entity, the Governor may solicit application from, and designate a political subdivision to serve as an eligible entity to provide services in the non-served area. The political subdivision shall have a tripartite board or other mechanism to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs. The board shall be constituted so as to assure that no less than 1/3 of the members are representatives of low-income individuals and families in the neighborhoods and that they reside in the neighborhoods served.

Eligible Entity Designation Process

State policy 3200 E entitled, "Establishing Eligible Entity Status", is as below:

If an existing eligible entity terminates its service, the Governor will solicit applications from eligible entities and designate an eligible entity to provide services in the non-served area. The eligible entity shall be:

1. A private nonprofit organization (which may be an eligible entity), that is geographically located in the non-served area, that is capable of providing a broad range of CSBG services designed to eliminate poverty and foster self-sufficiency. Special consideration will be given to qualifying organizations that are providing related services in the non-served area, consistent with the needs identified by a community-needs assessment.
2. A private nonprofit eligible entity that is geographically located in an area contiguous to or within reasonable proximity of the non-served area and that is already providing related services in the non-served area. The nonprofit eligible entity selected shall have its board constituted so as to assure adequate board representation as follows:
 - a. The private nonprofit eligible entity shall administer the Community Services Block Grant Program through a tripartite board that fully participates in the development, planning, implementation, and evaluation of the program to serve low-income communities.
 - b. The members of the board shall be selected by the entity.
 - c. The board shall be composed so as to assure that:
 - (1) elected public official or their permanent representatives shall comprise one-third of the board;
 - (2) representatives of low-income persons shall comprise at least one-third of the board; and

(3) representatives of business, industry, labor, religious, law enforcement, education or other major groups and interests in the community shall comprise the remainder of the board.

3. No Qualifying Organizations in or Near Area. If there is no private non-profit organization identified or determined to be qualified to serve as an eligible entity, the Governor may solicit application from, and designate a political subdivision to serve as an eligible entity to provide services in the non-served area. The political subdivision shall have a tripartite board or other mechanism to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs. The board shall be constituted so as to assure that no less than one-third of the members are representatives of low-income individuals and families in the neighborhoods and that they reside in the neighborhoods served.

Monitoring

Before funds will be released to an eligible entity receiving an initial contract using OCS funds, the eligible entity shall submit a statement to OCS certifying that its accounting system meets OCS financial requirements and standard acceptable accounting practices. The accounting system must have internal controls adequate to safeguard their assets, check the accuracy and reliability of accounting data, promote operating efficiency, and encourage compliance with OCS policies. The certification must be furnished by an independent Certified Public Accountant (CPA).

Reporting - As a condition for funding, the eligible entity signs assurances that it will provide monthly financial reports and quarterly progress reports, in the form and at the time the Office of Community Services requires. State policy 4140 M requires that the eligible entity shall provide monthly fiscal reports on the operation of funded project. This policy also states at the end of each quarter of its program year, the eligible entity shall report on the status of the implementation and operation of its work programs. All quarterly reports submitted to OCS subsequent to the last board meeting shall be presented for review and approval by the board. In addition to other safeguards, assurances are signed that the agency will, on an annual basis, conduct a single agency audit in accordance with OMB circular A-133 covering all funds received by the agency. A copy of the report will be provided to the Department of Health and Human Services.

In accordance with section 678, below is a description of monitoring activities:

Eligible entities must provide monthly financial reports documenting expenditure of funds requested. Reports are reviewed by OCS and the Division of Administrative Services staffs to ensure funds requested are consistent with planned expenditures. Payment is made based on the monthly requests.

As part of the eligible entities community action plan (application), a budget is submitted detailing the proposed use of funds. The community action plan (application) containing the proposed budget is reviewed and approved by the Office of Community Services.

The Office of Community Services monitors will conduct, at a minimum an annual on-site program evaluation and compliance review of eligible entities in order to determine whether eligible entities meet the performance goals, administrative standards, financial management requirements, and other requirements of the State.

Official Notification - The Office of Community Services monitor contacts the eligible entity by telephone to establish monitoring dates for the program evaluation or compliance review. Follow-up correspondence is sent to the agency as official notification of the monitoring dates.

Entrance Conference - The entrance conference is held with the executive director or designee(s) to discuss the purpose, process, format, and procedures to be followed during the monitoring visit. Emphasis is placed on the positive nature of the monitoring assessment to be conducted.

Exit Conference - An exit conference is held with the executive director or designee(s) to report findings during the monitoring visit. The executive director or designee(s) is given the opportunity to provide comments and present additional evidence where a finding may be disputed by the agency.

Report to Agency - A monitoring report is forwarded to the agency. All monitoring reports must be reviewed and approved by the agency's Board of Directors.

Grantee Action Plans - When there are findings, the eligible entity will be notified in writing, provided suggested recommendations for improvement, and required to submit a plan

detailing the actions it will take to correct monitoring findings. Plans should be submitted within the timeframe specified by OCS. Plans are reviewed by OCS to ensure all findings have been adequately addressed. Where findings are not adequately addressed, OCS will make necessary contacts with the eligible entity until all findings have been appropriately addressed, and will notify the agency when their plan is accepted.

The Program Evaluation - The program evaluation is primarily concerned with the quality of program reporting system and service delivery as indicated by records and client interviews. During the on-site program evaluation, agency records are reviewed in order to support actual services provided by the eligible entity and reported to OCS. Case management records are reviewed to determine agency and client's progress made in reaching the client's established self-sufficiency goals. Monitors verify documentation at the eligible entities sites, and interviews with randomly selected clients are conducted to verify that services were provided as reported and to determine whether clients are satisfied with services received. A satisfaction survey is completed on each randomly selected client interviewed.

Compliance Review - The compliance review is primarily concerned with the review of eligible entity program administration and planning, financial functions, board leadership and development, agency director leadership and other requirements of the State.

During the on-site compliance review, agency records are reviewed in order to determine compliance in specific areas including but not limited to: obligation to provide services in designated area; adequate board representation; board powers, responsibilities and training; composition of board committees; by-laws requirements; public hearings; statement of purposes and strategy, and needs assessment requirement; eligible activities; eligible populations and residency; requirements for funding application; grant award; citizens access; code of conduct; and financial record keeping. During the on-site review, monitors verify records to determine agency compliance with CSBG policies and procedures. Board members and in some instances the Executive Director are interviewed to determine the level of knowledge of board powers, roles and responsibilities, as well as responsibilities of the Executive Director. Monitoring of newly designated entities - OCS will conduct an on-site review of each newly designated entity immediately after the completion of the first year in which such entity receives

funds. Follow-up reviews will be conducted including prompt return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State. And other reviews will be conducted as appropriate, including reviews of entities with programs that have had other Federal, State or local grants (other than CSBG) terminated for cause.

Termination or Reduction of Funding

Section 3200 of the CSBG policies outlines the procedures for termination or reduction of funding. The section is entitled, "Corrective Action, Suspension, Termination and Establishment of Eligible Entity Status". The policy is as follows:

- A. Corrective Action: OCS shall require an agency to submit a Quality Improvement Plan (QIP) when OCS determines that an eligible entity has failed to comply with and meet the requirements contained in regulations or published administrative requirements of OCS, has failed to fulfill its funded work program, or has breached the terms of its funding agreement with OCS.

If the OCS Assistant Director determines that an emergency situation exists due to threat of imminent loss or waste of OCS funds and that immediate action is required due to the seriousness of the violation and/or is necessary to protect OCS funds or property:

1. OCS shall notify the agency (by certified mail) of the deficiency to be corrected and may require that the eligible entity develop a Quality Improvement Plan to correct the deficiency within sixty days from date of notice. OCS will establish a reasonable time frame for the eligible entity to correct the deficiency.
2. OCS may immediately suspend the agency from participation pending an opportunity for appeal.
3. OCS may offer training and technical assistance, if appropriate, to help correct the deficiency.

When technical assistance is offered by the State, OCS will prepare and submit to the Secretary a report describing the training and technical assistance offered within 60 days from the date of notification for QIP. If the State determines that such training and technical assistance are not appropriate, OCS

will prepare and submit to the Secretary a report stating the reasons for this determination within sixty days from date of notification for QIP.

OCS will review the Quality Improvement Plan submitted by the agency and inform the eligible entity of its approval or disapproval status within 30 days from the date the Quality Improvement Plan is received by OCS.

If the plan is not approved, OCS will notify the eligible entity of disapproval (by certified mail), specify reason the plan was not approved, and give notice of suspension.

- B. Suspension: The suspension notification shall include a date beyond which no OCS funds may be expended by the entity, or alternatively, such other restrictions on OCS expenditures as OCS may require. If the eligible entity wishes to appeal this determination, it must submit a written request to the Assistant Director to remove the suspension. This request must be made within twenty days of the date of the suspension notice. The eligible entity may include a request for a meeting with the DCO Director upon which the DCO Director shall schedule such a meeting to be held within ten days of receipt of the request and issue a finding, in writing, within ten days of adjournment of the meeting.

If entity requests review by HHS, no funds determination is final until HHS reviews. If the DCO Director denies the appeal, the eligible entity may appeal to the DHHS Director, in writing within ten days. The DHHS Director shall schedule such an appeal to be held within ten days of receipt of the request and shall issue written findings within ten days of adjournment of the appeal hearing. If the DHHS Director denies the appeal, OCS may initiate termination of status of the agency as an eligible entity.

C. Termination of Funding

1. OCS may initiate procedures to terminate the status as an eligible entity of a Community Action Agency in the following instances:
 - a. Where an eligible entity has been suspended under 3200 B, following either passage of the twenty days allotted for the eligible entity's appeal or a denial of the appeal by the DHHS Director.
 - b. As provided in any exclusion or debarment law or rule.
2. The procedures for termination of status as an eligible entity of a subgrantee shall be as follows:
 - a. OCS shall provide the eligible entity with written notice (by certified mail) of OCS' intent to terminate the status of the eligible entity and the reasons for the termination. The notice shall specify the effective date of termination of status and termination of all OCS funded activities, which date shall be no sooner than sixty days from the time of sending such notice to the eligible entity. The notice shall also provide necessary program instructions, including any restrictions on eligible entity expenditures, pending the effective date of termination of status.
 - b. The eligible entity may appeal, in writing, to the DCO Director within twenty calendar days following receipt of the notice of OCS' intent to terminate status. This appeal shall address the reasons for termination and, where appropriate, any corrective action taken, or proposed to be taken, by the eligible entity. The appeal may also include a request by the eligible entity that the DCO Director or his/her designee hold a public hearing before making a decision, in which case such a public hearing "on the record" shall be held within twenty days. At this hearing the eligible entity shall have the right to present evidence and argument on all issues contained in the appeal.

- c. The DCO Director shall make specific written findings of fact and conclusions of law and enter one of the following decisions:
- (1) Reverse the agency decision and remove the notice of intent to terminate.
 - (2) Reverse the termination, but affirm the specific corrective action that must be taken in order for the agency to maintain its status as an eligible entity. If the eligible entity subsequently fails to take corrective action, OCS may terminate the agency.
 - (3) Affirm the agency action. The eligible entity may request review by the federal funding agency. If an agency requests a review by the federal funding agency, no determination, other than an emergency action shall be effective until the Federal funding agency affirms or rejects the State's finding of cause. The DHHS Director's decision is the final agency determination.

D. Voluntary Suspension of Status as Eligible Entity

An eligible entity may request and OCS may approve voluntary suspension of the status of the eligible entity for a stated period of time. OCS shall make arrangements it deems necessary to assure the continued provision of services during the period of voluntary suspension. The voluntary status of suspension shall be lifted at the agreed upon time. If upon completion of the period of voluntary suspension, OCS determines that suspension shall continue, normal steps for corrective action prior to suspension shall apply, including the rights of appeal by the eligible entity. The eligible entity may request and OCS may approve the extension of the period of voluntary suspension.

E. Establishing Eligible Entity Status

This subject is specifically addressed in previous section of this plan entitled, "Eligible Entity Designation Process", page 21.

COMMUNITY SERVICES NETWORK DESCRIPTION

Act 345 of 1985 designates the Community Action Agencies to carry out the Community Services Block Grant Program in Arkansas and defines the geographic coverage of each. Together they give full statewide coverage. Below are eligible entities, counties served, budget and clients served for the latest available annual reporting period:

	Eligible Entities	Counties
ARVAC	Bob Adkison, Executive Director Arkansas River Valley Area Council, Inc. Post Office Box 808 Dardanelle, Arkansas 72834 Telephone: (479) 229-4861 FAX: (479) 229-4863 Email: arvac@arvacinc.org CSBG Allocation: \$700,091 Clients Served: 8,501	Franklin Logan Perry Conway Yell Johnson Pope Polk Scott
BRAD	James Jansen, Executive Director Black River Area Development Corporation 1403 Hospital Drive Pocahontas, Arkansas 72455 Telephone: (870) 892-4547 FAX: (870) 892-0707 Email: jjansen@bradcorp.org CSBG Allocation: \$194,005 Clients Served: 6,913	Clay Lawrence Randolph
CADC	Larry Cogburn, Executive Director Central Arkansas Development Council Post Office Box 580 Benton, Arkansas 72018 Telephone: (501) 315-1121 FAX: (501) 778-9120 Email: hfelty@cadc.cc Web: www.cadconline.net LR Office Number: 603-0909 LR Address: 5620 West 12 th Street CSBG Allocation: \$2,042,906 Clients Served: 11,271	Saline Hot Spring Dallas Montgomery Pike Ouachita Columbia Calhoun Union Clark Pulaski Lonoke

CAPCA	<p>Phyliss Fry, Executive Director Community Action Program for Central Arkansas, Inc. 707 Robins Way/ STE-118 Conway, Arkansas 72032 Telephone: (501) 329-3891 FAX: (501) 329-8642 Email: phyliss@capcainc.org Web: www.cap-ca.org CSBG Allocation: \$348,008 Clients Served: 11,271</p>	<p>White Faulkner Cleburne</p>
CRDC	<p>Robert Wilford, Executive Director Crowley's Ridge Development Council, Inc. Post Office Box 1497 Jonesboro, Arkansas 72401 Telephone: (870) 802-7100 FAX: (870) 935-0291 Email: rwilford@crdcnea.com Web: www.crdcnea.com CSBG Allocation: \$865,693 Clients Served: 32,559</p>	<p>Craighead Greene Jackson Poinsett Cross Crittenden Woodruff St. Francis</p>
C-SCDC	<p>Weldon Ramey, Executive Director Crawford-Sebastian Community Development Council, Inc. Post Office Box 4069 Fort Smith, Arkansas 72914 Telephone: (479) 785-2303 FAX: (479) 785-2341 Email: wramey@cscdcca.org Web: www.cscdcca.org CSBG Allocation: \$335,060 Clients Served: 15,060</p>	<p>Crawford Sebastian</p>
CSO	<p>Leon Massey, Executive Director Community Services Office, Inc. Post Office Box 1175 Hot Springs, Arkansas 71901 Telephone: (501) 624-5724 FAX: (501) 624-1645 Email: lemass@csos.org CSBG Allocation: \$304,562 Clients Served: 5,745</p>	<p>Garland</p>

EOAWC	<p>Kathleen Randall, Executive Director Economic Opportunity Agency of Washington County, Inc. 614 East Emma Avenue, Suite M401 Springdale, Arkansas 72764 Telephone: (479) 872-7479 FAX: (479) 872-7482 Email: krandall41@yahoo.com Web: www.eoawc.org CSBG Allocation: \$310,097 Clients Served: 6,744</p>	Washington
MCAEOC	<p>Samuel Scruggs, Executive Director Mississippi County, Arkansas Economic Opportunity Commission, Inc. Post Office Drawer 1289 1400 North Division Street Blytheville, Arkansas 72316-1289 Telephone: (870) 776-1054 FAX: (870) 776-1875 Email: vdavn@arkansas.net CSBG Allocation: \$300,030 Clients Served: 25,440</p>	Mississippi
M-DCS	<p>Margaret Staub, Executive Director Mid-Delta Community Services, Inc. Post Office Drawer 745 Helena, Arkansas 72342 Telephone: (870) 338-6406 FAX: (870) 338-3629 Email: mmstaub@cox-internet.com CSBG Allocation: \$329,071 Clients Served: 13,446</p>	Phillips Monroe Prairie Lee
NADC	<p>Larry Goodwin, Executive Director Northcentral Arkansas Development Council, Inc. Post Office Box 3349 Batesville, Arkansas 72503 Telephone: (870) 793-5765 FAX: (870) 793-2167 Email: nadc_larry@yahoo.com CSBG Allocation: \$247,870 Clients Served: 7,094</p>	Fulton Izard Sharp Stone Independence

OHC	<p>Al West, Executive Director Office of Human Concern, Inc. Post Office Box 778 Rogers, Arkansas 72757 Telephone: (479) 636-7301 FAX: (479) 636-7312 Email: alwest@eohc.org Web: www.ohc.org CSBG Allocation: \$290,909 Clients Served: 4,313</p>	<p>Benton Carroll Madison</p>
OOI	<p>Roger Ratchford, Executive Director Ozark Opportunities, Inc. Post Office Box 1400 Harrison, Arkansas 72602 Telephone: (870) 741-9406 FAX: (870) 741-0924 Email: ooi@alltel.net CSBG Allocation: \$459,597 Clients Served: 8,773</p>	<p>Van Buren Searcy Boone Marion Baxter Newton</p>
PB-JCEOC	<p>Betty Smith, Executive Director Pine Bluff-Jefferson County Economic Opportunities Commission, Inc. Post Office Box 7228 Pine Bluff, Arkansas 71611 Telephone: (870) 536-0046 FAX: (870) 535-7558 Email: pbjceoc@cei.net CSBG Allocation: \$393,392 Clients Served: 2,731</p>	<p>Jefferson Arkansas Lincoln Cleveland Grant</p>
SEACAC	<p>Larry Henderson, Executive Director Southeast Arkansas Community Action Corporation Post Office Box 312 Warren, Arkansas 71671 Telephone: (870) 226-2668 FAX: (870) 226-5637 Email: larry.Henderson@ccc-cable.net CSBG Allocation: \$340,864 Clients Served: 8,540</p>	<p>Bradley Drew Desha Ashley Chicot</p>

SWADC Tom Lockard, Executive Director Southwest Arkansas Development Council, Inc. 3902 Sanderson Lane Texarkana, Arkansas 71854 Telephone: (870) 773-5504 FAX: (870) 772-2974 Email: cirby@cablone.net CSBG Allocation: \$355,528 Clients Served: 21,441	Little River Hempstead Miller Lafayette Howard Sevier Nevada
---	--

Scope of CSBG Services provided Statewide

CSBG funds will be used in accordance with PL 105-285 676 (b). Eligible entities submitted information describing the programs, services and activities to be conducted in fiscal years 2006-2007-2004.

The general program components to be addressed are self-sufficiency, employment, education, income maintenance, housing, emergency services, nutrition, community participation, health and welfare independence. Eligible entities will provide services and activities under program components to address the needs of clients. Conditions to be addressed are a result of needs assessments conducted by eligible entities. The latest information is for customers served in fiscal year 2004.

Program Components and Services

<u>Self-Sufficiency</u>	<u>Served</u>
EMPLOYMENT	
Placed in full time jobs	910
Placed in part time jobs	136
Placed in training or work experience	199
Referred to job training or jobs	4,037
Follow-up on Placements	509
Other	5,791

EDUCATION

Provided early childhood education	17,740
Number of persons provided counseling or tutorial services	1,509
Received college loan or other financial assistance	444
Families assisted to allow students to stay in school	949
Provided Adult Basic Education, GED, college preparation	247
Provided literacy services	3,370
Referrals to educational programs	1,948
Other	66,473

INCOME MAINTENANCE

Attend class in income utilization (Number of persons)	5,821
Received individual income counseling (Number of persons)	1,535
Number of persons assisted in preparing family budget	1,832
Provided consumer education	16,455
Assisted in tax preparation (number of persons)	2,215
Referrals in income counseling	1,303
Referrals to legal services	199
Other	540

HOUSING

Houses repaired	52
Houses weatherized	1,146
Housing referrals	1,874
Assisted in housing loan preparation	818
Other	3,093

EMERGENCY SERVICES

Provided check for utility assistance	70,366
Persons provided food, clothing, or travel assistance	12,834
Emergency lodging provided (number of persons)	27,736
Provided information about available services	47,744
Referrals to emergency services	5,054
Other	21,430

NUTRITION

Received commodities or other foods	93,334
Hot meals provided (congregate, number of persons)	176,545
Hot meals provided (home delivered, number of persons)	276,682
Childcare feeding program (summer, number of persons)	495,829
Childcare feeding program (daycare homes, number of persons)	2,553
Childcare feeding program (centers, number of persons)	155,477

Provide nutrition program referrals	2,409
Provide nutrition training	10,071
Other	115,374

COMMUNITY PARTICIPATION

Placed on community decision making bodies	1,997
Participated in organized crime prevention activities	1,754
Community improvements achieved	164
Participated in organized youth crime prevention activities	2,031
Board and committee meetings (number of persons)	6,937
Speeches outside agency about needs of low-income persons	495
Number of volunteers recruited and retained	18,322
Hours of volunteer service provided	587,814
Hours spent developing and maintaining linkages with area groups	8,241
Other	642

WELFARE INDEPENDENCE

Persons removed from welfare rolls	13
Welfare participants referred to other agencies for assistance	623
Other: referrals to child support offices	318
Other	133,948

HEALTH

Persons provided alcohol/drug abuse services	16,395
Persons assisted in obtaining medical assistance	4,196
Number of persons assisted in obtaining family planning services	2,644
Pregnant youth provided agency services (number of persons)	19
Referrals health services	16,356
Other	157,939

ECONOMIC DEVELOPMENT

Increase income for clients: Number/Average income gain	11
Agency return on investments	1,512
Other	2

(ROMA) IMPLEMENTATION

CSBG funds are used to "support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of Title IV of the Social Security Act (42U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers, and elderly low-income individuals and families". Following is a description of the system the State and eligible entities use to measure performance and results of the CSBG program.

Eligible entities are mandated to report outcomes for the six national goals. Eligible entities are encouraged to report outcome measures under each appropriate goal for all major programs and activities administered. Reporting on measures is an important component of the broader community action initiative to use results-focused management principles to revitalize and strengthen the community services network.

Case management is one process which may be used by some agencies to assist some clients to reach their established goals and move them toward self-sufficiency. Although outcomes are reported under the measures selected, the range of activities and services provided by the agency to assist the client to achieve outcomes are reported by program component (i.e. education, housing, emergency services, etc.).

Case management activities, if conducted by an eligible entity, are monitored annually as a part of the regular program evaluation of agencies. Statewide training sessions are provided to all CAAs. If there is a need for training and technical assistance during routine monitoring visits, state monitors will provide training or provide needed assistance at the time of monitoring visit.

GOALS AND OUTCOMES

Goal 1: Low-income People Become More Self-sufficient
--

- | | |
|---|-------|
| A. Number of participants seeking employment who obtain it | 1,418 |
| B. Number of households in which adult members obtain and maintain employment for at least ninety days. | 426 |

C.	Number of participating families moving from substandard housing into stable standard housing, as compared with total number of participating families	173
D.	Number of households which obtain home ownership	405
E.	Number of households which maintain home ownership	175
F.	Number of minority households which obtain home ownership	103
G.	Number of minority households which maintain home ownership	32
H.	Number of people progressing toward literacy and/or GED	3,054
I.	Number of people making progress toward post-secondary degree or vocational training	693
J.	Number of children enrolled in a child development program who demonstrate achievement of age appropriate outcomes	5,925
K.	Other	6,498

Goal 2: The Conditions in Which Low-income People Live are Improved
--

A.	Number of accessible, living wage jobs created and/or retained	60
B.	Increase in value of homes as a result of rehabilitation projects	177
C.	Increase in access to community services and resources by low-income people	284
D.	Increase in available housing stock through new construction	6

E. Increase/maintained the availability and affordability of essential services	163
F. Other	1,121

Goal 3: Low-income People Own a Stake in Their Community

A. Number of households owning or actively participating in the management of their housing as a result of agency intervention	73
B. Amount of "community investment" brought into the community by the Network and targeted to low-income people	\$4,740,984
C. Participation of low-income people in advocacy and intervention activities regarding funding levels, distribution policies, oversight, and distribution procedures for programs and funding streams targeted for the low-income community	4,462
D. Other	3,764

Goal 4: Partnerships Among Providers of Services to Low-income People are Achieved

A. Number of partnerships established and/or maintained with other public and private entities to mobilize and leverage resources to provide services to low-income people	1,617
B. Number of partnerships established and/or maintained with other public and private entities which ensure ethnic, cultural, and other special needs considerations are appropriately included in the delivery service system	344
C. Number of agencies that achieve and maintain commitments from other service and resource partners to carry out agency mission	16

D. Number of agencies that establish and maintain commitment to provide resources to partner organizations that serve agency customers	16
E. Other	1,867

Goal 5: Agencies Increase Their Capacity to Achieve Results
--

A. Total Dollars mobilized by the agency	\$90,838,060
B. Total dollars mobilized by the agency as compared with CSBG dollars (Only CSBG Dollars Shown)	\$7,818,313
C. Number of Boards making changes as a result of a periodic organizational assessment	16
D. Number of families having their situation improved as a result of comprehensive developmental services (case management)	1,611
E. Increase in community revitalization as a result of program	83
F. Number of agencies increasing their number of funding sources and increasing the total value of resources available for services to low-income	16
G. Number of agencies where customers served accurately represents the ethnic diversity of the service territory	16
H. Number of development contacts as a result of outreach programs	138
I. Number of special populations showing improvement as a result of programs aimed at the population (Elderly, youth, teen, pregnancy, parent education, health, Hispanic)	41

J.	Number of agencies that achieve and maintain compliance with all applicable federal, state, and local statutes, regulations, and requirements	16
K.	Number of agencies that achieve and maintain a governance process that is inclusive, representative of, and accountable to the community	16
L.	Number of agencies that establish and maintain a process where evaluations are used to improve services	16
M.	Other	1,172

Goal 6: Low-income People, Especially Vulnerable Populations, Achieve Their Potential by Promoting Family and Other Supportative Environments
--

A.	Number of aged households maintaining an independent living situation	11,135
B.	Number of disabled or medically challenged persons maintaining an independent living situation	1,893
C.	Number of households in crisis whose emergency needs are ameliorated	299,764
D.	Number of participating families moving from homeless or transitional housing into stable, standard housing	51
E.	Number of households in which there has been an increase in children's involvement in extra-curricular activities	4,600
F.	Number of high consumption households realizing a reduction in energy burden	37,643
G.	Number of households moving upward one or more levels on at least one dimension of a scale	969

H. Other: Number of households realizing an increase in food security	144,521
I. Other: Number of persons whose health has improved since participating in agency services	16,050
J. Other	141

PLANNED USE OF CSBG FUNDS

Grants to Eligible Entities

The State of Arkansas will not use less than ninety percent of the funds allotted to the State to make grants to private non-profit eligible entities (Community Action Agencies) for the purposes described in 42 USC 9901.

The State has designated as eligible for funding out of CSBG only those activities listed as eligible for funding in the Act. Activities include those which:

1. remove obstacles and solve problems that block the achievement of self sufficiency (including self sufficiency for families and individuals who are attempting to transition off a State program carried out under Part A of Title IV of the Social Security Act);
2. secure and retain meaningful employment;
3. attain an adequate education, with particular attention toward improving literacy skills of low-income families;
4. make better use of available income;
5. obtain and maintain adequate housing and a suitable living environment;
6. obtain emergency assistance through loans, grants, or other means to meet immediate and urgent family and individual needs;
7. achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to:

- a. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - b. strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts.
8. address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development programs that have demonstrated success in preventing or reducing youth crime; and
9. make more effective use of, and to coordinate with, other programs related to the purposes of the subtitle (including State welfare reform efforts).

State Administration

The Department of Health and Human Services, Division of County Operations, Office of Community Services, will use 5% of the total allocation for administration at the State level.

Discretionary Funds

The remaining 5% will be spent as a discretionary fund within the State agency to fund activities deemed to be useful to advance the purposes of the Act. Approximately 20% of CSBG funds will be set aside for victims of natural disasters who meet the poverty guidelines. Another 40% will be used to provide technical assistance and training needed by eligible entities and organizations, which serve the low-income communities, which training and assistance would not otherwise be available to them. The remaining 40% will be used to fund discretionary projects of nonprofit agencies and organizations. The percentages are only estimates of fund usage. The State's needs will dictate the criteria and guidelines for such projects.

Recapture and Redistribution of Funds

State policy 4140 K states any unobligated funds of an eligible entity exceeding 20% carryover at the end of the program year may be redistributed by OCS to fund activities consistent with the purposes of the CSBG Act.

COORDINATION AND LEVERAGING OF OTHER FUNDING AT STATE LEVEL

The plan calls for the State Agency and eligible entities, to the maximum extent possible, to coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations. As a condition for funding, CSBG Policy 4140 B 5 requires eligible entities to coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals. Eligible entities will describe in their plans how they will coordinate with other programs.

The Office of Community Services participated in the statewide workgroup to assist in development of the Workforce Investment Act unified State Plan, an eligible entity Executive Director was appointed by the Governor to serve on the Arkansas Workforce Investment Board, and local eligible entities serve on local Workforce Investment Boards.